

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Golf Starter Attendant
(Golf - Outside Services)

POSITION CONTROL NUMBER: PRX622

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, the Intermittent Starter Attendant ensures outside components of the golf operations are facilitated. Greets customers, arranges for carts, ensures guests tee off on the proper tee/course at the proper time, assists in maintaining order onto the course, and communicates status to ranger and golf shop. Assists the Golf Operations Manager, Head Golf Professional and Assistant Golf Professional with the day-to-day operations. Ensures customers are provided excellent service. Performs other duties as assigned.

WORK PERFORMED.

50% Customer Service. Represents Shawnee County Golf Courses by providing exceptional customer service, answers questions, and informs guests of course rules and regulations. Receives and addresses customer complaints; elevates major problems to management. Maintains continual communication with golf shop staff regarding the status of players, course, and any factors that may affect the smooth operation or satisfaction of players. Receives any directives from staff on areas that need attention. Assists other positions as needed to ensure complete customer satisfaction. Assists with Tournaments and special events; assists members/guests with questions/issues, golf cart setup, contest holes, range operations, etc.

45% General Duties. Greets customers, arranges for carts, and ensures guests tee off on the proper tee/course at the proper time. Assists in maintaining order onto the course and communicate status to ranger and golf shop. Creates, maintains, ensures accuracy, and submits records of player activity and receive receipts from customers. Oversees and maintains starter area, ensuring proper set up and cleanliness of areas. Keeps all working areas attractive, neat, clean, and free of trash or waste. Maintains good personal hygiene and wears proper attire as established by management.

5% Performs other duties as assigned or required by management.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Basic rules of golf and equipment.
- Functions of the Shawnee County Parks + Recreation Golf Division
- Federal, State and County laws, resolution, rules and regulations.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Communicate effectively, both orally and in writing, using the English language.
- Provide excellent customer service.
- Follow oral and written instruction.
- Operate various golf course equipment.

Skill in:

- Strong verbal communication skills with customers.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching	X				Sitting	X				Driving	X			
Pushing/Pulling	X				Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting-20 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying	X				Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-20 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning	X				Noise Levels (Excessive)	X			
Throwing			X		LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
EARS					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting-20 lbs.		X			Temperature and Humidity		X		

EQUIPMENT USED

Tablet Computer

Cleaning Supplies &
Equipment

Golf Cart

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MINIMUM QUALIFICATIONS

- Eighteen (18) years of age.

SPECIAL REQUIREMENTS

- May be required to work weekends and some holidays.
- Required to lift twenty (20) pounds.
- Required to pass a background check, and pre-employment drug screening.
- NOTE: Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion. Intermittent positions are not eligible for benefits.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 12/23
Revision History: 02/24